

**Oyster River Cooperative School District
REGULAR MEETING**

September 21, 2016

ORHS Library

6:30 PM

0. CALL TO ORDER (6:30 PM)

I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 9/7/16 regular meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- Unofficial Opening Day Enrollment for the 2016-17 school year

C. Business Administrator

- FY18 Proposed Budget Calendar

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEMS

- Calendar Options Update
- Guild Negotiation Update
- 2016-2017 School Board Goals
- MS25/DOE25
- Late Start/One Run System Direction {October 13th, 2016}

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Items

- Motion to approve the FY18 Proposed Budget Calendar.
- Motion to approve the agreement with the Oyster River Teacher's Guild.
- Motion to approve the 2016–2017 School Board Goals.
- Motion to approve transfer to trust funds.
- Motion to Sign the MS25/DOE25.
- Motion to approve revision to ORHS Activity Advisor nomination and Volunteer Coaches.
- Motion to approve list of policies: GCBD-R & R1 – Sabbatical Leave

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 9/24/16 High School Athletic Facilities Dedication
10/5/16 Regular Meeting – ORMS Library
10/13/16 Late Start Forum – ORHS Auditorium 6:00 PM

XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

NON-MEETING SESSION: RSA 91-A2 I (a)

- Strategies with Respect to collective bargaining.

XIII. ADJOURNMENT:

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted,

Superintendent

<p>If you require special communication aids, please notify us 48 hours in advance.</p>

**Oyster River Cooperative School District
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

Oyster River Cooperative School District Members:

- | | |
|--------------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2015 –2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Sarah Farwell | Term on Board: 2014 - 2017 |
| • Denise Day, Vice-Chair | Term on Board: 2014 - 2017 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

Oyster River Cooperative School District

September 7, 2016

Oyster River High School

6:30 p.m.

SCHOOL BOARD MEMBERS: Tom Newkirk, Denise Day, Sarah Farwell, Dan Klein, Kenny Rotner, Maria Barth, Al Howland, and Student Representative Troy LaPolice

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Jay Richard, Suzanne Filippone, Carrie Vaiche, Lisa Huppe, Catherine Plourde, and Dennis Harrington

There were two members of the public present

I. CALL TO ORDER

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board meeting

II. APPROVAL OF AGENDA:

Approval of the bus drop off form

Student Matter

Guild negotiation voting will be moved to the next meeting. Superintendent Morse will forward the full contract to the Board for the next meeting.

Denise Day moved to approve the agenda, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS:

None

IV. APPROVAL OF MINUTES

Motion to approve 8/17/16 regular and nonpublic meeting minutes and 8/31 Manifest Minutes:

**Denise Day moved to approve the minutes of August 17, 2nd by Dan Klein:
Amendments:**

Add Lisa Huppe to the list of Administrators present

Page 3 Superintendent's Report: Insert after first paragraph: "Tom Newkirk and Kenny Rotner both acknowledged the tremendous contribution that Mr. Harrington has made to the ORCSD over many years of service and independently commented on his attributes that have made him such an effective leader."

The motion with the above amendments passed 7-0 with the Student Representative abstaining.

Denise Day moved to approve the nonpublic minutes of August 17th, 2nd by Al Howland. Motion passed 7-0 with the Student Representative abstaining.

8/31: Al Howland moved to approve the August 31st Manifest Meeting Minutes, 2nd by Sarah Farwell. The motion passed 4-3-0 with Denise Day, Sarah Farwell, and Maria Barth abstaining.

APPROVAL OF MANIFESTS:

Payroll Manifest #5: \$225,432.57

Vendor Manifest #6: \$155,237.97

V. ANNOUNCEMENTS, COMMENDATIONS, AND COMMENTS

A. District:

Carrie Vaich of Mast Way commented that they have been really fortunate at the start of the school year. The custodians have done a spectacular job getting the building and grounds ready for the children. There are so many different components in preparing for the start of school. The food service staff is great and getting the information out to the parents. The IT Department has done a great job getting everyone up and running for the start of the school year. Members of the Lee Police and Fire Department were there on the first day of school to greet the children. The Kindergarten kids are doing great in the first year of all-day Kindergarten. Bedrock Gardens in Lee has invited the entire school over for a field trip. They are planning for Friday, September 16th. She thanked the staff for inviting them. They are planning the curriculum nights for: September 20 Grades K-1; and September 28 for grades 2-4.

Suzanne Filippone of the High School thanked everyone for helping her as she has begun her new position over the summer. The school counselors have done a great job working with the students on their schedules. The open house at the High School is September 22nd. Senior night is September 13th. Elections for the freshman are coming up.

Dennis Harrington of Moharimet thanked the School Board for their role in seeing that full day Kindergarten is in place. He read a letter from the

Kindergarten Teachers and himself thanking the Board for the leadership in getting full day Kindergarten established.

Jay Richard of the Middle School reported that it was a seamless start to the first day of the school year. Everyone seemed happy to start the school year. The after school activities are ramping up. Over 70 students showed up for the first robotic meeting today.

B. Board: Kenny Rotner thanked everyone who organized the meet and greet for the new principal at the high school. He also noted that the Superintendent gave a great welcome back speech to the staff on their first day.

VI. DISTRICT REPORTS:

A. Assistant Superintendent Curriculum and Instruction Report:

Todd Allen reported that it has been a great start of the school year.

Todd detailed some of the Professional Development work over the summer: 20 teachers from both the Middle School and High School went to Sanborn competency design studio. Teachers are doing a tremendous amount of work around Eureka Mathematics. There has been crisis response planning with the mental health committee. Twenty-Five Oyster River staff members along with staff from other districts have also been involved. At Mast Way, Kathy Baker and K-1 teachers did work around mindfulness and trying to help kids center themselves and control their stress and anxiety. There was a Technology work boot camp where 20 teachers attended. This catered to individual needs. A lot of work done during the summer which led to a great opening day in the District. 425 identifiable days of development done this summer.

Todd Allen reviewed the SBAC Testing Spring 2016:
ELA/Literacy Test Averages

Grade Level	Number Tested	ORCSD % Scored 3 and above	NH % Scored 3 and up
3	154	86	55
4	140	79	57
5	160	79	62
6	156	83	59

7	169	85	63
8	170	78	62

Math Test Averages

Grade Level	Number Tested	ORCSD % scored 3 and above	NH % scored 3 and above
3	155	85	56
4	140	67	51
5	158	64	46
6	154	77	45
7	168	80	50
8	166	67	45

Todd Allen reviewed the Preliminary Data for March 2, 2016 SAT Testing:

	ORHS Mean	NH Mean	National Mean*
Total Mean Score	1156	1026	970
Math	584	507	480
Evidence based reading And writing	573	519	490
Possible Score Range	10-40	10-40	10-40
Sub-score Reading	29	26	25
Sub-score Writing and Language	29	26	24
Sub-Score Math	29	25	24
Cross Test Score for Analysis in Science	29	26	25
Cross Test Score For Analysis in History/Social Science	29	26	25
Possible Score Range	1-15	1-15	1-15
Command of Evidence	10	9	8

Words in Context	10	9	8
Expression of Ideas	10	9	8
Standard English	9	8	7
Conventions			
Heart of Algebra	10	8	8
Problem Solving	10	8	7
Passport to Advanced Math	10	8	7

B. Superintendents Report:

Superintendent Morse noted that it was really a great opening of the school year and he appreciates the comments about the SAU. He was at the different buildings on the opening days as well as Todd Allen and it allowed them to see what is going on.

Superintendent Morse gave some upcoming dates of activities:

October 5th The Commission of Education will be visiting the Middle School. He invited her to the District to see the work that is going on at the Middle School.

There will be a Mental Health Workshop on September 28th working with the Middle School and High School students and staff during the day. It is about mental health awareness and it is the first of three events that will be held in the District. He will be forwarding the schedule to the Board. There will also be a Community Dinner during the evening.

September 27th Middle School open house presentation by Superintendent Morse and Todd Allen. The finalized times will be in the Middle School weekly updates.

Dedication of the track and turf field will be on Saturday September 24th. Because of the dry weather the sod may not be in place by that day. The turf field and track are lined and ready to go.

9:00 am	Grand Opening Ceremony
10:00 am	Unified Soccer vs Spaulding
11:00 - 12:30	Field Hockey vs Kennett
2:15 - 4:00	Boys Soccer vs St. Thomas
5:30 - 7:15	Girls Soccer vs Goffstown

Busing:

Superintendent Morse updated the Board on the busing at the start of the school year. They identified some simple things to do to adjust the schedules. The goal is to try to keep the bus rides to 40 minutes or less. Lisa, the bus staff and the principals have done a great job to make this happen.

There is road construction on Dame Road, Route 4 will be under construction going to a single line and this road work will have some impact on busing times.

School Bus Drop Off:

Denise Day moved to revise the School Bus Drop off 3 and 4th grade authorization form to replace “an adult” to “responsible person”, 2nd by Al Howland.

Denise Day moved to amend the motion to “responsible person as identified by the parent/legal guardian”, 2nd by Dan Klein. The amendment passed 7-0 with the Student Representative voting in the affirmative.

The motion as amended passed 7-0 with the Student Representative voting in the affirmative.

Lisa Huppe reported that they are working on the bus runs and schedules. The overall ridership time is showing to be leaving 30-40 minutes. The buses are not arriving in time for school dismissal because of the delays and they are working on this.

C. Business Administrator:

Sue Caswell reported that the District has spent 96.3% of the operating budget. Of that balance, Sue is recommending to transfer \$200K to the Facilities Development Capital Reserve Fund for future needs.

Denise Day moved to approve the transfer of June 30, 2016 fund balance in the amount of \$200,000 to the Facilities Development Capital Reserve Fund , 2nd by Al Howland.

Sarah Farwell is recommending postponing this motion until the next meeting. Sarah Farwell moved to postpone capital reserve funds motion, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

D. Student Senate Report: Student Representative Troy Lapolice reported that there is a lot going on with the start of the school year. They are planning and scheduling spirit week. Freshman elections are coming up. Students are excited and thrilled for the fields to be open.

E. Other: None

VII. DISCUSSION ITEMS

Calendar Options Update: This has been postponed to an upcoming meeting.

Guild Negotiations Update:

They had set 3% as a budget target. They have come within these guidelines. Language for sick bank leave, sabbatical leave, transfers and changes, and reduction in force were all revised for better clarification and with detailed procedures. Eliminated a past practice for dental buyout and there will be no buyout given for health insurance for partial use of a health plan. Employees will receive a health plan or a buyout, but not both.

Moharimet Principal Search:

Superintendent Morse reviewed the process he is recommending in the Moharimet Principal Search:

October through January: A series of meetings with the staff. The purpose of the meetings is to build a committee.

In October the key question will be: "What will the process on inclusiveness look like"

In November: "What are the critical characteristics of a new principals?"

In January: "What questions do we need to ask that will help us determine whether the new principal has the key characteristics we seek?"

In February: "What are the Moharimet traditions we want the new principal to be aware of?" We will also advertise at this time.

In March we build the interview committee consisting of:

- 2 Board members
- 1 Selectperson from Madbury
- 2 Parents
- 3 Administrators
- 4 Teachers
- 2 Support Staff

In late March/early April we interview candidates with a goal of a finalist nominated to the School Board by April 19, 2017.

The Board discussed bringing the community together earlier and engaging the observation team earlier in the process.

Denise Day moved to approve the process above with their recommendations of bringing the community together earlier and engaging the observation team earlier in the process, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

2016-2017 Proposed Board Goals:

- Goal 1: Oyster River Communication Protocol/Strategy
- Goal 2: Inform the Public of the Condition of the Middle School Facility and to engage in a dialogue with all stakeholders to determine community priorities
- Goal 3: Expand World Language in Spanish, French to Grade 6 and Chinese in 2017-2018 and explore the expansion in Grade 5 in 2018-19. Begin investigation of World Language Expansion to Grades K-4 in 2018-19.
- Goal 4: To make decisions regarding start times for all schools for the 2017-18 School Year
- Goal 5: Engage the community in a dialogue about the mental health and wellness of our student population and develop a K-12 Trauma Action Plan for School Board Review

Goal 6: The MS Staff will complete the competency plan across all subjects and grades to include standards and present recommended progress report format to the School Board for approval.

The Board held a dialogue and made some amendments to the proposed goals:

Board Goal 4: Engage the staff in a discussion regarding start times. Engage the students in a discussion by Building Administrators.

Board Goal 3: Develop a plan to add Chinese instruction to the middle school and high school. Develop a plan to add Spanish and French to the middle school. This would allow for more flexibility with timeframes and details.

Develop a plan to review and establish incorporating sustainability matters into curriculum as a future Board goal.

Board Goal 5: Kenny Rotner really appreciates the wellness that we are doing but feel that more should be done. The students need to be engaged in wellness. A process needs to be created and formed that allows students to talk about what is working in the schools and to hear their suggestions.

A Social emotional piece needs to be added into the elementary level. How do we help raise more resilient kids? The teachers are working on it this year.

Al Howland moved to approve the Board goals for the 2016-17 year in concept, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

VIII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

Nomination of ORCSD School Resource Officer for Durham (High School and Middle School: and Truant Officers for Lee (Mast Way) and Madbury (Moharimet):

School Resource Officer ORHS/ORMS:	Officer Holly Malasky-Durham
Truant Officer Mast Way School:	Officer John Brook – Lee
Truant Officer Moharimet School:	Chief Joseph McGann – Madbury

Kenny Rotner moved to approve the above ORCSD School Resource Officers, 2nd by Al Howland. Motion approved 7-0.

Motion to approve the Mast Way Activity Stipend:

Felicia Sperry	New Teacher Mentor for Amy Leone	\$500
Mary Ellen Webb	New Teacher Mentor for Debbie Smith	\$500

Denise Day moved to approve the Mast Activity Stipends, 2nd by Al Howland. Motion approved 7-0.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth discussed the NHSBA Resolutions and potentially asking candidates how they feel about money for school buildings. The Board talked about asking to work with Exeter and Dover who are having representatives visit their schools. Kenny Rotner suggested asking Wayne Burton to keep them updated on education at the State House.

Dan Klein reported that the Sustainability Steering Committee is meeting on Monday, September 19 and there is a full committee meeting on the 28th

There is a request by Meredith Nadeau for her children to attend at the Newmarket Schools. **There will be no financial arrangement.**

Denise Day moved to approve the request by Meredith Nadeau to have her children attend Newmarket schools, 2nd by Dan Klein. Motion passed 7-0.

X. PUBLIC COMMENTS:

Dean Rubine of Lee feels like the school start time plan is not going to achieve the goal. He is recommending the start times be 7:45 - 2:25 at the Middle School and High School, and 8:45 - 3:45 at the Elementary Schools.

XI. CLOSING ACTIONS:

A Future Meeting Dates:

9/21/16	Regular Meeting and Tour of Athletic Field under the Lights
9/24/16	High School Athletic Facilities Dedication
10/5/16	Regular Meeting ORMS Library

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c)

This portion of the meeting was removed from non-public and added to the regular meeting for approval.

NON-MEETING SESSION: RSA 91A2 I (a)

This portion of the meeting was postponed until the meeting of September 21st, 2016.

XIII. ADJOURNMENT:

**Maria Barth made a motion to adjourn at 9:20 PM, 2nd by Dan Klein.
Motion passed.**

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Mast Way Elementary School 2016-17 Current Enrollment

September 1, 2016

2016-17 Class Enrollment (16 Classes)							
Teacher	Grade	K	1	2	3	4	
Kennedy	K	17					
Kolbjornsen	K	18					
Parsons	K	17					
Zimar	K/1	10	7				
Burke	1		21				
Desrochers	1		20				
Handwork	1		20				
Darois	2			21			
McCormick	2			20			
Webb	2			20			
Drew	3				21		
Moulton	3				23		
Paquette	3				22		
Bowden-Gerard	4					20	Total:
Buswell	4					21	
George	4					22	
		62	68	61	66	63	320

2016-17 LRPC Projections - November 2015

2016-17 Projected Enrollment	K	1	2	3	4	Total
	45	50	59	60	59	273

**Moharimet School 2016-17
Enrollment Projections Vs. Actual**

2016-17 Class Sizes - Actual Enrollment							
18 classes							
Teacher	Grade	K	1	2	3	4	Avg
Chartrand	K	18					18
Lapierre	K	18					
Raspa	K	18					
Bradley	1		21				21.33
Dolcino	1		21				
Torr	1		22				
Hoff	2			21			20.75
Jones	2			21			
Nadeau	2			21			
Reilly	2			20			
Hall	3				22		21
Schmitt	3				20		
Winsor	3				22		
Swift	3/4				11	12	23
Curtin	4					22	21.25
Lee	4					20	
Larson-Dennen	4					21	
Van Ledtje	4					22	
2016-17 Enrollment		54	64	83	75	97	373

2016-17 LRPC Projections - November 2015						
2016-17 Projected Enrollment	K	1	2	3	4	Total
	59	73	74	74	99	379

ORMS Enrollment
Updated: August 31, 2016

Grade	Teams	Total
5th	Orcas -	36
	Elephants -	40
	Monarchs -	36
	Dragonflies -	39
		151
6th	Equinox -	82
	Wizards -	85
		167
7th	Denali -	82
	Fusion -	82
		164
8th	Renaissance -	84
	Odyssey -	91
		175
Total		657

ORHS Enrollment
Updated: August 31, 2016

Grade	Resident	Tuition/Barrington	Total by Grade
9th	170	40	210
10th	151	34	185
11th	168	21	189
12th	163	22	185
Total	652	117	769

Oyster River Cooperative School District
School Administrative Unit #5
36 Coe Drive
Durham, New Hampshire 03824

Budget Process Calendar

Budget Year 2017-18

TO BE APPROVED BY School Board: September 21, 2016

September 7 School Board Goals FY18 Budget

Superintendent Department Reviews*:

Oct. 5 - MOH/MW, Oct. 6 – MS/HS (1:00 PM), Oct. 7 – Facilities/Technology, Oct. 11 – Transportation/Food Service, Oct 12 – SAU/District, Special Ed.

*All meetings will be held at the SAU Office at 10:00 AM unless otherwise noted.

November 7 Draft Budget Distribution

November 10 Workshop session with Board 8:00 – 1:00 Town of Lee Safety Complex
First overview of 2017-18 Budgets by each Principal and Departments of District:
Mast Way
Moharimet
Oyster River Middle School
Oyster River High School
District/SAU
Information Technology
Special Education/Grants
Facilities
Transportation
Food Service

November 16 Regular Board Meeting Budget Discussion

November 30 Budget Workshop with Board 7:00 HS Library

December 7 Regular Board Meeting Set Budget, 7:00 PM, High School Library

January 9^ Town Budget Forum – Lee Public Safety Complex – 6:00 PM

January 16, 2017^ Town Budget Forums – Madbury Town Hall – 7:00 PM

January 23^ Town Budget Forums – Durham Town Hall – 7:00 PM

January 11 Public Hearing - 7:00 High School Auditorium

February 7 First Session /Deliberative Session 7:00 High School Auditorium

March 14 Second Session /Voting by Ballot

^Town dates subject to change.

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: September 16, 2016
RE: Calendar Options Update

Joshua Olstad, IT Director, would like to take a moment to update the School Board on Calendar options.

Josh has implemented many of the suggestions that the School Board made to more effectively communicate with the community by modifying the District and individual building calendars to make them more user friendly.

Thank you.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

To: Oyster River School Board
Dr. James Morse, Superintendent

From: Sue Caswell, Business Administrator

Date: September 21, 2016

Subject: Negotiations Update/REVISED

The cost details of the tentative 3-year agreement we agreed to with The Oyster River Teachers' Guild are outlined below:

	2017-18	2018-19	2019-20	Notes
Salaries	\$459,144	\$467,674	\$482,441	Year 1 - ½ % + \$1600 on last step Year 2 - ½ % + \$1600 on last step Year 3 - ½ % + \$1600 on last step
FICA	\$35,125	\$35,777	\$36,907	
Retirement	\$79,707	\$81,188	\$83,752	
Total Wage and Benefit Increase	\$573,976	\$584,639	\$603,100	
Health Reduction	-\$46,900	-\$15,931	-\$15,931	Cost Share Reduced each year by .05% 86.5% year 1 86% year 2 85.5% year 3
Total Cost Items	\$527,076	\$568,708	\$587,169	
Percentage Change	2.85%	2.98%	2.98%	

Language for Sick Bank Leave, Sabbatical Leave, Transfers and Changes, and Reduction in Force were all revised for better clarification and with detailed procedures. Eliminated a past practice for Dental buyout and there will be no buyout given for Health Insurance for partial use of a health plan. Employees will receive a health plan or a buyout, but not both.

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: September 16, 2016
RE: Summary of 2016-17 Board Goals

At the September 7th, 2016 School Board meeting the School Board conceptually approved the School Board goals for 2016-17. Goal 3 was restructured based upon Board recommendation. If the Board agrees this version of the goals meet your needs no further action is necessary.

The action plans to accomplish the Board Goals require no Board approval as they represent the strategy that will be used to support your approved goals.

2016 -2017 School Board Goals - Revised 9/8/16

1. Develop a communication strategy that engages the community in a dialogue on key issues (goals 2-6 below)
2. Inform the public of the condition of the Oyster River Middle School Facility and to engage in a dialogue with all stakeholders to determine community priorities
3. Develop a plan to add Chinese instruction to the middle and high schools. Develop a plan to expand Spanish and French instruction at the middle school. a) What is the sequence of adding Chinese to the schools? b) How will Barrington students access Chinese at the high school
4. To make decisions regarding start times for all schools for the 2017-18 school year
5. Engage the community in a dialogue about the mental health and wellness of our student population. Develop a K-12 Trauma Action Plan for School Board review
6. The MS staff will complete the Competency Plan across all subjects and grades to include Standards and present recommended progress report format to the School Board for approval

2016 -2017 School Board Goals – Revised 9/8/16

ACTION PLAN

Board Goal 1: Oyster River Communication Protocol/Strategy

The intent of this protocol is to act as a template to facilitate the sharing of various initiatives that emphasize engagement and that improve the possibility that ideas are well vetted throughout SAU 5 with the ultimate goal of improvement of those ideas/ initiatives

Effective Communication, as applied to district and building or department goals, will require various approaches tailored to the intended outcome.

This protocol is intended to assist the communication committee and staff in making decisions as to how to communicate on various issues via a series of prompts.

1. Define the issue to be communicated.
2. Define the intended audience. (students, staff, parents, larger community) Choose as many as appropriate.
3. Determine the best methods of communication. Use as many as needed to effectively communicate message
 - a. News release/Public Notice well in advance
 - b. Durham Friday Update, Lee E-Crier, Madbury Monthly
 - c. Webpage
 - d. School Messenger to all
 - e. Video messaging
 - f. Social Media (Facebook, et al)
 - g. Interactive Community Meetings (Q & A, Frequently Asked Question, Meet & Greets, Tours, etc.)
 - h. Presentation to Council and Select Boards
 - i. Building Newsletters Posted in Town Halls
 - j. Coordinated Calendars
 - k. District-wide mailings (Dates for voting)

2016 -2017 School Board Goals - Revised 9/8/16

ACTION PLAN

Board Goal 2: Inform the Public of the Condition of the Oyster River Middle School Facility and to Engage in a Dialogue with All Stakeholders to Determine Community Priorities

September:

Open House presentation about facilities by Dr. Morse and Todd Allen (3 presentations- 15-minute power point presentation/15-minute question & answer using index cards for issues from community) put in weekly update, social media, website announcements before.

Emphasis: Current Condition.

Critical Question: What is important to you regarding the middle school?

Include index cards for questions.

Video tape presentation for ORTV.

Article for Fosters - New Release on Architect Report.

October:

Place September presentation on website/social media inclusive of power point.

Frequently Asked Questions section with intent to answer questions asked in September.

Offer tours with specific times; emphasize specific spots that are spelled out in the architects' report.

October/November:

Presentation from Dr. Morse to municipal officials of all towns.

A report of snapshots from facilities report (1st report from contractors)- in social media/weekly update.

January:

Second Public Presentation with Architect and Community Meal.

September through May:

Articles to be shared through various media:

- 1) The Ideal middle school by Principal Richard using NELMs as a resource.
- 2) Student safety out front and back ORMS (get quote from Police Chief)
- 3) Inadequacy of classrooms/teaching spaces.
- 4) The health/air quality of school.
- 5) 21st century learning (including technology wiring, moving technology around the building)
- 6) Facilities upkeep (3 football fields of roof, windows, HVAC)
- 7) Student experience (classes during recess, buses, heat, noise, etc.)
- 8) Extra curriculum activities (locker rooms can't be used, music space, sports fields).

ORHS students from video production class share on website/social media/weekly updates (date TBD)

Community Survey.

2016 -2017 School Board Goals – Revised 9/8/16

ACTION PLAN

Board Goal 3: Develop a plan to add Chinese instruction to the middle and high schools. Develop a plan to expand Spanish and French instruction at the middle school.

- a) What is the sequence of adding Chinese to the schools?
- b) How will Barrington students access Chinese at the high school

Intended Audience: ORMS & ORHS World Language Staff

2016-17

Summer/Fall 2016: Engage the ORMS World Language Staff with Focus on Grade 6 Implementation

Summer 2016: Inform ORHS World Language Staff of Direction in the Middle School

Summer/ Fall 2016: Research Best Practice

Summer/ Fall: Detail the Costs Associated with 2017-18 Implementation for Grade 6 to Include Staffing, Materials, & Supplies

Report to Include Grade 6 Implications on MS Scheduling

October 19, 2016: Report to the School Board

2017-18

Summer/Fall 2017: Continue Work with ORMS World Language Staff with Focus on Grade 5 Implementation

2017-18 and/or 2018-19: Engage ORHS Staff in Summer Curriculum Work Implications on HS Programming due to Better Prepared MS Students

Detail the Costs Associated with 2018-19 Implementation for Grade 5 to Include Staffing, Materials, & Supplies

Report to Include Grade 5 Implications on MS Scheduling

October 2017: Report to the Board

November – April 2017-18 Begin Research on Best Practice Regarding Elementary World Language

Detail the Costs Associated with 2019-20 Implementation for Grades K -4 to Include Staffing, Materials, & Supplies

2016 -2017 School Board Goals – Revised 9/8/16

ACTION PLAN

Board Goal 4: To Make Decisions Regarding Start Times for All Schools for the 2017-18 School Year

Intended Audience: OR Students, Staff and Parents

August 17, 2016: School Board Review Busing Options

September 7, 2016: School Board Discuss Implications of Busing Options

September: ~~Host~~ Administration will engage the Staff in a Question & Answer Sessions by Building Administrators on the "One Run" solution.

September: ~~Host~~ Administration will engage the Students in a Question & Answer Sessions by Building Administrators on the "One Run" possible solution.

~~October 5, 2016:~~ September 21, 2016: School Board Discussion

October 12: Host a Public Forum to Present the Research Related to a Later Start for MS & HS Students and to Review Busing Options to Include Questions from the Audience

October 19, 2016: School Board Decision

January – April 2017: Plan for Implementation

February – April, 2017: Principals Develop Master Schedules with New Start and Stop Times

2016 -2017 School Board Goals – Revised 9/8/16

ACTION PLAN

Board Goal 5: Engage the community in a dialogue about the mental health and wellness of our student population. Develop a K-12 Trauma Action Plan for School Board Review

Intended Audience: The ORCSD community

Communication Plan for Mental Health Goal:

September 2016:

Conduct a community forum related to the NH public school launch of the “Change Direction” campaign which will be hosted at Oyster River. The event has been scheduled for September 28th. Presentations will be done by Judge Broderick and Dr. Barbara Vandahlen to students and staff during the school day. An evening program will be held for parents and community members. Emphasis: Awareness of mental health and the stigma attached to mental illness. Critical Question: How do we reduce the stigma attached to mental illness? Press release 3 weeks prior to the event. Utilize School Messenger to communicate with all school families. Use Facebook to publicize the event. Invite Foster’s to come cover the event.

[On-going survey of students regarding this year’s activities for feedback.](#)
[On-going conversations with students through advisor/advisee](#)

October 2016:

Draft of crisis response plan will be shared with the Board and a forum utilizing the orientation meeting approach will be conducted to share the draft of the plan with community members. A press release will go out on the development of the plan that will be linked to social media and will be announced via School Messenger.

November 2016:

Conduct “Connect” training with staff. This is a train the trainer model of how to proactively address mental health issues in a school community. The training will be conducted by National Association to Mental Illness (NAMI-NH). A press release will go out after the training to alert the community about the “connect” training and to invite community members to a similar training for community leaders in January called “Gatekeeper” training which will also be conducted by NAMI-NH. The October community dinner will focus on sharing the Youth Risk Behavior Survey (YRBS) data while promoting efforts in the schools to address the various issues raised by the survey.

December/January:

Social media, School Messenger, community newsletters will be used to promote this opportunity in the month leading up to the “Gatekeeper” training which will be a part of the January Community Dinner.

2016 -2017 School Board Goals – Revised 9/8/16

April 2017:

Engage students in the process of identifying priorities for the 2017-2018 school year.

The high school will focus on Alcohol Awareness Month with advisories taking on various topics of health and wellness with all students.

September – May: Utilize Advisor/Advisee at the high school to engage students in a conversation around the issues of mental health and wellness.

September – May: Resurrect Advisor/Advisee at the middle school mimicking the high school model with monthly themes

2016 -2017 School Board Goals – Revised 9/8/16

ACTION PLAN

Board Goal 6: The MS Staff Will Complete the Competency Plan Across All Subjects and Grades to Include Standards and Present Recommended Progress Report Format to the School Board for Approval

Intended Audience: MS Staff, Parents and surrounding community

This goal required a meeting of middle school teacher leadership to outline intended outcomes.

September:

- Presentation at Grappone Center - Tuesday 20th
- Form sub-committee for reporting options

October:

- Workshop day October 7- Presentation: Competency Based Learning/Best Practices (Homework, Retake, RTI, Common Assessments)
- Faculty Work: Develop department goals, team goals, and individual goals. Determine: what kind of professional days/support do you need and why?
- Survey staff to gauge competency work progress.

November:

- Workshop Day November 8 - Assessment and Rubric Workshop (Rob Westerberg)
- Follow up faculty work: Conversation regarding best practices and scale
- Vertical meetings in the afternoon (grades 6-12)
- Parent vetting of preliminary report

December:

- Habits of Learning conversation (faculty meeting)

January 2017:

- Workshop Day January 23 - Focus on reporting and assessing
- Faculty Work: Habits of Learning follow up/decision(?)
- Survey staff to gauge competency work progress
- Parent vetting of preliminary report

February:

- PLC meets with teams/content, Feedback at Staff meeting regarding “reporting”

Spring 2017:

- Workshop Day March 24 - Work with curriculum departments
- Presentation to School Board on reporting
- Workshop Day May 26 - Rubric reflection and developing common rubrics
- Staff Meeting: Reflection on year’s work and objectives for 2017-2018

SCHOOL FINANCIAL REPORT

COPY

For the Year Ending June 30, 2016

For School District of Oyster River Cooperative, Durham, Lee, Madbury NH

SAU # 5

DUE TO THE NH DEPARTMENT OF REVENUE

Not Later Than September 1, 2016

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete."
Per RSA 198:4-d

School Board Chairperson – Thomas Newkirk

Date

Superintendent of Schools: _____ Date: _____
Dr. James C. Morse, Sr.

SCHOOL BOARD MEMBERS

Please sign in ink.

COPY

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487
(603)230-5090

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: September 16, 2016
RE: Late Start/One Run System

As you are aware, the start time topic was first introduced to the District in 2014-15 by Dr. Erin Sharp and Jeannie Sowers, who provided research on adolescent sleep patterns. Moving forward we spoke with administrators and subsequently with teachers to discuss the implication of a later start time.

In 2015 -16 the Start Time discussion became a subset of the School Board goals under Wellness and Mental Health, where we presented the impact of late start through the lens of athletics. In addition, the School Board visited the individual schools and spoke with the staff concerning late start.

We began the discussion around the impact on busing K-12 in 2015-16. Six different models were presented to the Board. At the August 2016 School Board meeting, Lisa Huppe, Transportation Director, presented the "One" Run System of transporting students which appears to be a system that could support a later start time for middle and high school.

In order for the District to move forward with a Late Start option, the School Board needs to be ready to determine their position no later than the second meeting in October. Time is required to implement any decision in the fall of 2017.

Tonight, I need the Board to provide me direction on how you'd like me to proceed. Are you ready to make a decision? Is there additional information you require? Do you want me to hold a public forum?

Thank you.

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

TO: School Board

FROM: Sue Caswell,
Business Administrator

DATE: September 21, 2016

RE: Transfer Funds to Facilities Development Capital Reserve Fund

I am pleased to report that the budget for 2015-16 finished with an unassigned balance of \$838,357.

Warrant Article 6 on the Official Ballot for March 8, 2016 was approved by the voters to place up to \$500,000 in the Facilities Development Capital Reserve Fund. I am recommending we transfer \$200,000 of the unassigned balance to this fund. This fund was established to support capital projects in the future such as the middle school.

After this transfer there will be \$638,357 to offset the 2016 tax rate. Since we anticipated \$650,000 for offsetting the tax rate I will be in contact with the Department of Revenue before tax rate setting to be sure this amount is sufficient to keep rates at the amounts we projected. We do have the ability to use some of the \$500,000 we set aside several years ago if needed.

You will need a motion to approve the transfer of these funds to the Facilities Development Capital Reserve Fund.

Motion:

I make a motion to approve the transfer of end of year fund balance of June 30, 2016, in the amount of \$200,000 to the Facilities Development Capital Reserve Fund.

To: Dr. James Morse
From: Suzanne Filippone, High School Principal
Date: September 16, 2016
Subject: Nomination Revision for advisors for 2016-2017

Please accept the nomination revision for the following activity advisors at ORIIS along with two volunteers for the 2016-2017 school year.

Proposed 2016-2017 Advisor Stipends					
Advisors					
Name	Activity	Longevity	Stipend	Longevity	Total
Nate Oxnard (.5 FTE)	SPARC/Project First/Robotics	5	\$1,581.50	\$75.00	\$1,656.50
Sara Cathey (.5 FTE)	SPARC/Project First/Robotics	0	\$1,581.50	\$0.00	\$1,581.50
	VOLUNTEERS				
Brian Contorchick	Athletic Department Intern				
Abbey Raiche	Athletic Department Intern				

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Abbey Raiche	School: Oyster River High School
Volunteer Athletic Trainer Intern	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Abbey Raiche as a student intern with the athletic trainer Mike Feld. Abbey has worked directly with UNH teams and this internship will better prepare for full time work after college. She will assist Mike with communication and recovery for our student-athletes after an injury. She will also assist in promotion of healthy eating habits and year round activity for our students.

Attachments: _____

Reference Check

Application



Signature of Athletic Director

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Brian Contorchick	School: Oyster River High School
Volunteer Athletic Department Intern	Paid or Unpaid

Athletic Director Narrative:

Please accept this nomination for Brian Contorchick to be a fall student intern with the athletic department. Brian is completing his graduate work in the field of sport management and needs to fulfill an internship for completion. He will assist with daily office work and also work with AD Corey Parker in game management and promotions.

Attachments:

Reference Check

Application



Signature of Athletic Director

8/26/16

Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
September 21, 2016**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Sabbatical Leave	GCBD-R & R1
Policies for Deletion	

The September 14, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCBD
Date of Adoption: February 12, 1987 Policy Committee Review – No Changes – February 20, 2013 Policy Committee Review – June 8, 2016 School Board First Read: June 15, 2016 School Board Second Read/Adoption: July 13, 2016 Policy Committee: September 14, 2016 School Board Second Read/Adoption: September 21, 2016	Page 1 of 1

SABBATICAL LEAVE

Purpose:

Sabbatical Leaves will be granted at the sole discretion of the Board for the purpose ~~of full-time graduate study at an accredited college or university or other approved educational activities of benefit to the school children.~~ of enabling staff members to develop professionally in a manner consistent with the Individuals job assignment or Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District. Applications for one of the two sabbatical plans: one full school year at one-half salary or a period up to one-half school year at full salary. In no case will more than one partial sabbatical leave request be approved per year.

As a condition of the sabbatical and in consideration of the payments made by the School District to the professional during his/her leave, the professional must file with the Superintendent an agreement which stipulates that he/she will return to the School District for at least one full year at the conclusion of his/her sabbatical leave or reimburse the School District the full amount received as salary and other economic benefits during the sabbatical leave.

Selection Committee:

Applicants will be selected by a selection committee consisting of: the superintendent (or assistant superintendent), a principal (or his/her representative) from each school, a School Board member, and one teacher from each school. Teachers will serve for three-year terms, staggered so that at least one term expires each year. Any teachers on the committee who submit an application for sabbatical leave must resign from the committee and a replacement will be chosen. Teachers will be eligible to serve on the committee after serving three years in the District. Teacher representatives to the committee will be elected by peers from their own school.

At the end of the sabbatical a written report and evaluation of the work for which the sabbatical is granted should be submitted to the committee for approval. Once approved, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee and School Board will occur within 45 days of returning to school.

Cross Reference:

GCBD-R – Sabbatical Proposal



SABBATICAL PROPOSAL

(This sheet must be the cover to your sabbatical proposal)

NAME: _____

SABBATICAL TITLE: _____

SCHOOL: _____

YEARS TAUGHT IN DISTRICT: _____ GRADE LEVEL/SUBJECT _____
(Minimum 6 years)

HAVE YOU RECEIVED SABBATICAL BEFORE? _____ IF SO, WHEN? _____

Discuss your proposal with your principal and obtain their signature:

 Principal's Signature

Length of sabbatical: ____ FULL YEAR ____ HALF YEAR

According to Board policy, "Sabbatical leaves will be granted at the sole discretion of the Board for the purpose of enabling staff members to develop professionally in a manner consistent with Individual, Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District."

To that end, applicants for sabbatical leave must answer the following questions and submit their responses to the questions along with this cover document to the Superintendent's Office by the contractual date. The sabbatical questions are:

1. What essential question is guiding this sabbatical proposal?
2. Provide a detailed summary of the project to be undertaken.
3. Why do you believe this proposal will be of value to the Oyster River School District?
4. What evidence do you have that supports the need for this work?
5. How is this proposal aligned with Individual, Building and/or District goals?
6. What is the expected impact on students and/or school community?
7. How will you evaluate the success of your work?
8. How is this proposal unique and beyond the normal scope of your school role?
9. Describe how you intend to share the results of your work during the sabbatical leave with the professional staff.

Note: Board policy states that at the end of the sabbatical a written report and evaluation of the work for which the sabbatical was granted should be submitted to the committee for approval. Once approved the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee will occur within 45 days of returning to school. *The School Board reserves the right to have the sabbatical recipient report out to them.*

Evaluator: _____

ORCSD Sabbatical Leave Proposal Evaluation Rubric

NAME of person proposing sabbatical:

SABBATICAL TITLE:

SCHOOL: _____

YEARS TAUGHT IN DISTRICT: ____ (Minimum 6 years)

GRADE LEVEL/SUBJECT: _____

Has this person received a sabbatical in the OR District before? Yes/no

IF SO WHEN? _____

Length of sabbatical request: __HALF YEAR or __FULL YEAR

	Meets Expectation	Doesn't Meet Expectation
1. Essential Question		
2. Detailed Summary		
3. Benefit to ORCSD		
4. Evidence to support need		
5. Aligns with district, building or individual goals		
6. Expected Impact on Students		
7. Evaluation method		
8. Scope of Proposal		
9. Method of Sharing results		

Comments by evaluator: (Continue on the back as needed)

Policy Committee Meeting Minutes

Wednesday, September 14, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, James Morse, Todd Allen, Wendy DiFruscio

Visitors: Suzanne Filippone, Sonny Sadana

Called to order at 3:33 by Maria Barth.

Jim introduced Sonny to all present and explained that is joining the meeting to observe for a class that he is taking. Jim also re-introduce Suzanne.

Jim began the meeting by explaining that we are starting with the Sabbatical policy and accompanying forms that were presented at a prior School Board meeting for a second read adoption, but the Board had additional questions that they wanted clarification to and sent it back to the policy committee. The policy committee in turn asked Todd to go back to the teachers for their input and to develop a clear sense of process that needs to be followed. Jim turned the meeting over to Todd for his revised paperwork.

Policy GCBD – Sabbatical Leave – Todd explained that he received feedback from the teachers that the Sabbatical Committee used to develop a clear sense of process. He shared a form entitled, Sabbatical Proposal Rubric which will be used by the professional in conjunction with the Sabbatical Proposal (GCBD-R) to start the process. He also shared an Evaluation Rubric that will be included as an additional R document (GCBD-R1) that sums up the presentation by the professional who completed the sabbatical. Committee asked some clarifying questions and made a few suggested changes to the policy, procedure and forms so that all will have the same language. Language will be taken from the negotiated contract and added to the policy. This policy and accompanying forms will be sent to the Board for a second read/adoption.

Policy GBCD – Background Investigation and Criminal Records Check – Jim explained that there has been a change in the law that required the policy to be updated. Wording revision made in the 4th chapter for a clearer sentence. Discussion ensued that opened up a discussion pertaining to volunteers, which is another policy that is in the agenda. Maria asked if this was a topic that should be included in the NHSBA Resolutions. All agreed. This policy is being placed on hold for a full board update.

Policy IJOC – School Volunteers – A lengthy discussion ensued. What is the current practice for volunteers in the District? The proposed version which was reviewed by legal counsel also recommended two procedure documents be added. One being a Volunteer Application Form (IJOC-R) and the other being a Volunteer Confidentiality Agreement (IJOC-R1). Denise asked if a comparison could be done to see how other similar Districts handle volunteers. It was decided that until additional information is compiled that this policy and accompanying procedures be placed on hold for a full Board update.

Policy IHBH – Extended Learning Opportunities – Jim explained the background pertaining to this policy and where we are at this time in the process. Todd explained that at the last meeting that this policy was on the agenda there was only a policy and that he was asked to return to the high school staff for input. He explained that the biggest concern was that the rigor of the educational experience might be lost and that they want to maintain the high expectation. Suzanne explained that she and her staff have been reviewing the proposed policy along with the individual forms that will be used by students, revamping the process that they want to establish for ELO's. She discussed the proposals and explained that there are a lot of variables that need to be clarified not only by the schools but by the parents and students as well. Suzanne explained that the District would need to go out into the community to establish opportunities and that a key person would definitely be needed to oversee as a coordinator.

Todd explained that other policies that are cross referenced with this policy would need to be reviewed and align with this one and suggested that the graduation policy also be placed on the agenda for the next meeting.

Denise suggested that a report be done to the full Board to update them on the status of this policy and all accompanying forms and cross referenced policies. This policy is placed on hold.

Meeting ended at 4:40 PM – Next meeting October 12, 2016.

Respectfully submitted,
Wendy L. DiFruscio